



SPECIAL INSPECTION / CONSTRUCTION MATERIALS TESTING INSTRUCTIONS

PLEASE READ THESE INSTRUCTIONS CAREFULLY. YOU ARE RESPONSIBLE FOR COMPLYING WITH THESE REQUIREMENTS. ANY VIOLATIONS OF THESE INSTRUCTIONS MAY BE A CAUSE FOR REMOVAL OF THE WORK PERFORMED.

I. PROPERTY OWNER'S RESPONSIBILITIES:

The property owner or his / her authorized agent of record or the architect / engineer of record acting as the property owner's agent shall:

1. Complete, sign and execute the 'PROPERTY OWNER / CONTRACTOR AGREEMENT' form for the special inspection, off-site fabrication, structural observation and construction materials testing and submit it to the Information & Application Services at the time of permit issuance.
2. Employ one or more special inspectors who shall provide inspections during construction and fabrication of the types of work requiring special inspection listed under California Building Code as adopted by the City of San Diego, Sec. 1701.5 and listed in the approved plans / specifications and as required by product manufacturer's approval reports. These inspections are in addition to and not a substitution for the required City inspections.

NOTE: The special inspection shall be performed by a special inspector certified by the City of San Diego, Inspection Services Division.

Furthermore, the construction materials testing shall be performed by a testing laboratory certified by the City of San Diego, Inspection Services Division.

A list of approved construction materials testing laboratories and special inspection agencies is available from the Inspection Services Division.

The same special inspector(s) and the construction materials testing laboratory shall be employed during the construction of the permitted building / structure to the extent that is possible.

3. Complete, sign and execute the 'PROPERTY OWNER'S FINAL REPORT FOR SPECIAL INSPECTION, STRUCTURAL OBSERVATION AND CONSTRUCTION MATERIALS TESTING' form and submit it to the Inspection Services Division before requesting to schedule a final inspection.

This final report states that all work requiring special inspection, testing, structural observation and off-site fabrication was to the best of his / her knowledge, performed in accordance with the approved plans, specifications and the applicable workmanship provisions of the California Building Code as adopted by the City of San Diego. This form is available from the Inspection Services Division.

4. Remove and replace, repair, test and inspect all non-conforming work as proposed by the architect / engineer of record and as approved by the City of San Diego, Inspection Services Division without any cost to this jurisdiction.

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II. CONTRACTOR'S / BUILDER'S RESPONSIBILITIES:

The contractor / builder shall:

1. Complete, sign and execute the 'PROPERTY OWNER / CONTRACTOR AGREEMENT' form for the special inspection, off-site fabrication, structural observation and construction materials testing and submit it to the Information & Application Services at the time of permit issuance.
2. Notify the special inspector / construction materials testing laboratory and schedule to perform the inspection of the work requiring special inspection and / or testing.

NOTE: The special inspections are in addition to and not a substitution for the inspections required by the City of San Diego. Work performed shall not be concealed until it is approved by the special inspector and the Inspection Services Division.

The special inspection shall be performed by a special inspector certified by the City of San Diego, Inspection Services Division.

Furthermore, the construction materials testing shall be performed by a testing laboratory certified by the City of San Diego, Inspection Services Division.

A list of approved construction materials testing laboratories and special inspection agencies is available from the Inspection Services Division.

3. Make available to the special inspector(s) and the testing agency access to the approved plans and specifications at the job site.
4. Inform all sub-contractors, builders, erectors and installers performing work requiring special inspection / testing of these requirements as specified in the approved plans and specifications and as mandated by the California Building Code as adopted by the City of San Diego prior to commencement of work.
5. Perform the work requiring special inspection in the continuous presence of the City certified special inspector (or on a periodic basis as scheduled and noted on the approved plans and specifications). Work performed by a special inspector not certified by the City of San Diego and / or without the required special inspection / testing, whether purposefully or inadvertently, shall be construed as non-conforming work and therefore in violation of the City of San Diego Building Code.
6. Remove and replace, repair, test and inspect all non-conforming work as proposed by the architect / engineer of record and as approved by the City of San Diego, Inspection Services Division without any cost to this jurisdiction.

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7. Furnish the 'Application to Perform Off-Site Fabrication' to the fabricator(s) of building components to be completed and submitted to Inspection Services Division.

NOTE: The fabricator of the building components shall be a fabricator registered and approved by the City of San Diego, Inspection Services Division.

Refer to the Building Newsletter 17-6 for additional information.

8. Furnish the 'Certificate of Compliance for Off-Site Fabrication' form to the fabricator(s) of building components to be completed and submitted to Inspection Services Division.
9. Keep a copy of all special inspection / test reports submitted by the special inspector and / the construction materials testing laboratory at the job site. A copy of such reports shall be submitted to the Inspection Services Division when requested.
10. Correct all deficient and /or non-conforming work as noted by the special inspector / construction materials testing laboratory in accordance with the approved permitted plans and specifications.

III. QUESTIONS

If you have any questions with respect to these instructions, special inspections, construction materials testing, structural observations, off-site fabrication of building components and other related requirements, please call the Inspection Services Division of the City of San Diego at (858) 492-5070.

For additional information on these requirements refer to the City of San Diego Building Newsletters 17-1 thru 17-10 or you may visit us on our web site at: www.ci.san-diego.ca.us/development-services

The following forms are available on our web site and may also be requested from the Inspection Services Division:

1. APPLICATION TO PERFORM OFF-SITE FABRICATION
2. CERTIFICATE OF COMPLIANCE FOR OFF-SITE FABRICATION
3. APPROVED CONSTRUCTION MATERIALS TESTING LABORATORIES AND SPECIAL INSPECTION AGENCIES
4. PROPERTY OWNER'S FINAL REPORT FOR SPECIAL INSPECTION, STRUCTURAL OBSERVATION AND CONSTRUCTION MATERIALS TESTING